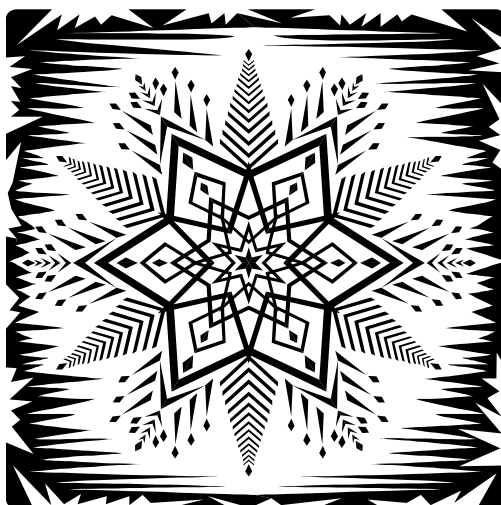


LIBRARY SKILLS WINTER INSTITUTE 2005



February 15 – 18, 2005

**Ramada Inn
Columbia, Missouri**

Sponsored by the Missouri State Library
Office of the Secretary of State
Matt Blunt

THE MISSOURI LIBRARY SKILLS WINTER INSTITUTE IS SUPPORTED BY FUNDS FROM THE FEDERAL
LIBRARY SERVICES AND TECHNOLOGY ACT



The Library Skills Winter Institute 2005

Missouri State Library

What?

Winter Institute provides an opportunity for library staff who do not have an advanced degree in library/information science to learn the basics of librarianship or update their library skills. The Institute offers both a Basic Library Skills course and an Advanced Library Skills course. Basic Library Skills is a series of sessions covering a range of library skills focused on public libraries in Missouri. The course in the Advanced Library Skills series offered during this Institute is Collection Development.

Who?

Participants must work at least 20 hours a week at a public or state institution library. Registration guidelines are mailed with the registration form and are available on the State Library web page at <http://www.sos.mo.gov/library/development/winterinstitute2005/>. Class size is limited. In general, applications are handled on a first-come first-served basis, however, there are three instances in which applicants may be wait listed, even if the courses they request are not full at the time their applications are received. Applicants may be wait listed if: there are more than six applicants from a library system; the applicant is from a library that is not a public or state institution library; and/or the applicant has an advanced degree in library/information science. If openings remain after the registration deadline, these applicants will be accepted in turn and notified within a few days. As class size is limited, we are unable to allow participants to retake courses they have previously completed.

When?

Winter Institute begins with a group lunch at 12:00 p.m. (noon) on Tuesday, February 15, and concludes on Friday, February 18, with a group lunch and attendance certificate presentations. Sessions will begin after lunch on Tuesday, February 15. Classes meet Tuesday afternoon, all day Wednesday and Thursday, and Friday morning. **Since material presented is sequential, participants should plan to attend all sessions.** Those participants who do not attend all sessions will not be eligible for a Certificate of Completion.

Registration deadline is January 28, 2005.

Where?

Winter Institute will be held at the Ramada Inn in Columbia, Missouri. A map and confirmation materials will be provided.

Cost?

Winter Institute is underwritten with federal Library Services and Technology Act funds for registration, lodging, and designated meals. Transportation and other expenses are the responsibility of the library or individual. LSTA funds are awarded annually to the Missouri State Library through the Institute of Museum and Library Services, a federal agency that fosters innovation, leadership and a lifetime of learning.

Please direct questions to:

Brenda Sites, 800-325-0131, ext. 13; brenda.sites@sos.mo.gov

Basic Library Skills Course

The Basic Course meets Tuesday through Friday, with Thursday designated for technology sessions.

Basic Library Skills meets Tuesday through Friday and is designed for those who are attending an Institute for the first time. This course provides a four-day overview of public libraries and public library services. Topics include an introduction to public libraries, their purpose and relationship to the community, library operations, collection development, and services and outreach to various populations. Several presenters and facilitators will share their expertise. Carolyn Trout of the Joplin Public Library will be the main facilitator. The course includes a choice of hands-on Internet training sessions at MOREnet labs. Carpools will form for transportation to MOREnet.

Internet training courses are:

Search Engine Basics: This session is designed to give the user information about and practice with various search engines. The class covers several different search engines and how best to use them.

Mining the Deep Web: This session provides basics about what the Deep Web is and how to find it. Participants will be given resources and tools to help use the Deep Web to find the information they want and experience examples of Deep Web searches.

Advanced Library Skills Course

The Advanced Course meets Tuesday through Friday

Completion of the Basic Course is generally required for Advanced Courses; a release form for those wishing to enroll in an Advanced Course without taking the Basic Course is included with the registration form. **Release Form must be submitted via regular mail and received by the registration deadline, January 28, 2005.**

Collection Development

This course covers the essential aspects of collection development, including principles of intellectual freedom, conducting a community needs assessment, selection, acquisition, maintenance, weeding and policy development. Belinda Boon, independent library consultant, is the course instructor. Ms. Boon has 11 years' experience training public and school library staff. She was formerly the Manager of Continuing Education and Consulting for the Texas State Library and Archives Commission and is currently working on her doctorate in information studies at the University of Texas School of Information.

Evening Workshop!

On Wednesday, February 16, from 6:30 p.m. to 8:30 p.m., Karen Hayden, director, Little Dixie Regional Library is offering "Small Libraries Seminar." This workshop will focus on networking with colleagues and discussing common small library concerns. This bonus workshop is not a requirement. However, to assist us in planning, please indicate on the registration form whether you plan to attend.

Winter Institute 2005 Registration

February 15 - 18, 2005, Ramada Inn, Columbia

Enrollment is limited. In general, applications are handled on a first-come first-served basis, however, there are three instances in which applicants may be wait listed, even if the courses they request are not full at the time their applications are received. Applicants may be wait listed if: there are more than six applicants from a library system; the applicant is from a library that is not a public or state institution library; and/or the applicant has an advanced degree in library/information science. If openings remain after the registration deadline, these applicants will be accepted in turn and notified within a few days. As class size is limited, we are unable to allow participants to retake a course they have previously completed. Confirmation notices and detailed information will be mailed to those accepted prior to the institute.

Enrollment deadline is postmark of January 28, 2005. Three ways to register! By mail to Winter Institute 2005, Missouri State Library, P.O. Box 387, Jefferson City, MO 65102-0387; by FAX to 573-751-3612; or on the web at the following:

<http://www.sos.mo.gov/library/development/winterinstitute2005/>

(Please retain a copy of your registration application).

Applicant Information

Name: _____ Gender: ____ Female ____ Male

Library: _____ Branch: _____

Library Address: _____
(Street or P.O.)

(City) _____ (Zip) _____
Day phone: _____ Fax: _____ E-mail: _____

I have a graduate degree from an ALA accredited library or information science program:

____ Yes ____ No

I have attended Institute in the past: ____ Yes ____ No

Accommodations

Lodging will be provided for participants Tuesday, February 15, through Thursday, February 18, at the Ramada Inn, Columbia. All rooms are double occupancy; rooms and roommates will be assigned. If you wish to room with a particular individual, both individuals must list the other as a roommate. Individuals are responsible for any other lodging required.

____ I require lodging in a ____ smoking ____ non-smoking room.

I wish to room with _____ from _____ Library.

____ I will commute or otherwise be responsible for my own lodging.

____ I am a vegetarian

____ I have these dietary requirements or food allergies: _____

____ I have these accessibility requirements: _____

→ Form continues on next page; both pages are necessary.

Name: _____ Library: _____

Course Selection

Please choose either the Basic Library Skills Course (with Internet training session)
OR the Advanced Library Skills Course.
If a course fills, a waiting list will be established.

☐ **Basic Library Skills Course**

As part of the Basic Library Skills Course, participants will attend an Internet training session. Please choose one.

- ☐ **Search Engine Basics**
☐ **Mining the Deep Web**

☐ **Advanced Library Skills Course: Collection Development**

Elective Evening Course

Participants may also choose to attend the elective evening class in addition to the Basic or Advanced Skills Course. This is not a requirement. However, to assist us with planning, please indicate if you plan to attend.

- ☐ **Small Libraries Seminar**

All forms may be photocopied. Please be sure you have completed and submitted both pages of the registration form. If you also need the Basic Class Release Form, it should be submitted with the Registration Form.

Return Registration Form by January 28th to: Winter Institute 2005

Missouri State Library

Or Fax: 573-751-3612

P.O. Box 387, 600 West Main

Jefferson City, MO 65102-0387

Please direct questions to:

Brenda Sites, 800-325-0131, ext. 13; brenda.sites@sos.mo.gov

Please note: In the event that an accepted participant is a “no show” at the Institute or cancels registration with less than 24 hours notice, the registrant may be responsible for the first night’s lodging fee at the hotel.

The Library Skills Winter Institute is sponsored by the Missouri State Library, Office of the Secretary of State, Matt Blunt, Secretary of State; and supported by federal Library Services and Technology Act funds awarded through the Institute of Museum and Library Services.

Winter Institute 2005 Basic Class Release Form

This form is to be used when applicant wishes to enroll directly into an Advanced Class without first completing the Basic Class.

*This form **must** be submitted via regular mail with the Registration Form and **received** before the registration deadline, January 28, 2005.*

For library directors who wish to enroll in an Advanced Class without first completing the Basic Class

Director name: _____

Library name: _____

Director length of service with library: _____
(18 months required for release form on time of service alone)

Justification for release (for example, other training, other degree, specific experience the director has to prepare her/him for the advanced level course requested)

Library Board President signature _____
(or Department Supervisor signature if at an institutional library)

For other library employees who wish to enroll in an Advanced Class without first completing the Basic Class

Employee name: _____

Library name: _____

Employee length of service with library: _____

Justification for release (for example, other training, other degree, specific experience the employee has to prepare her/him for the advanced level course requested)

Director signature _____

Winter Institute 2005 Course Prerequisites and Release from Basic

As a general rule, completion of the Basic Course is required for Advanced Course registration. Knowledge of library science, the customer service model, and the library community are essential foundations for all advanced courses. The Basic Course is designed with public library staff in mind; some subject areas and content are specific to public library service. Library directors and/or library boards may request a release from Basic for library employees, if they feel the library has provided sufficient internal and/or external training. Library staff and their directors should study the Basic Course outline below to determine if the employee has mastered skills in each area before requesting such release. Library directors and staff who are unsure if the Basic Course is appropriate for their continuing education needs should contact Brenda Sites at the number below.



Library directors who wish to be released from the Basic Course, as a requirement for registration in an Advanced Course, must have at least 18 months of administrative library experience (i.e., branch manager, library director, assistant library director, department head), including supervisory and collection development experience.



The Basic Course is designed to introduce library staff and directors with little or no library experience to basic library principles, practices, and activities.

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|-----------|---|
| Tuesday: | <ul style="list-style-type: none">♦General introduction to libraries and their purpose, including the legal basis for public library existence in Missouri, state library standards, library governance and the relationship between the library board, director and staff♦Elements of a library |
| Wednesday | <ul style="list-style-type: none">♦Circulation and customer service♦Children's Services♦Reference Services |
| Thursday | <ul style="list-style-type: none">♦Role of the library in serving young adults♦Role of the library in the lives of adults and senior adults, how they can be served effectively; overview of outreach services♦Internet training sessions |
| Friday | <ul style="list-style-type: none">♦Collection development as a core activity in the library, including principles, policies, activities♦Summary and Wrap-up |

The Basic Class Release Form must be submitted via regular mail with the Registration Form and received before the registration deadline, January 28, 2005.

<p>Please direct questions to: Brenda Sites, 800-325-0131 ext. 13, brenda.sites@sos.mo.gov</p>
